

Division of Children and Family Services Protection and Safety Procedure Update #23-2012	
Regarding:	Missing Child/ Family Alerts
Rescinds:	None
Date Effective:	October 30, 2012
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Issued by:	Thomas D. Pristow

Philosophy:

The safety of children is the number one priority of the Division of Children and Family Services. Locating families where abuse or neglect has been alleged will allow us to ensure the well-being and safety of these children.

Procedure:

When a family under the jurisdiction of the court or about whom CFS staff have safety concerns leaves their home community without the knowledge of their CFS Specialist, follow the steps below:

Action Required for Missing Families:

To issue an Alert within Nebraska or to other states in an attempt to locate the family, the CFS Specialist will contact the Protection and Safety Policy Unit in Central Office with the following information:

1. As much identifying information about the family as possible including full names, aliases, birth dates, the last 4 digits of their social security numbers, race, ethnicity and physical description;
2. A summary of safety concerns;
3. Legal status including whether the children are in the custody of DHHS, whether a pick-up order has been issued, or if no court action has been taken;
4. States to be alerted, either specific states where the family is likely to be, or all of the states;
5. Possible locations the family might be found (i.e. with a relative; old friend; city where they previously lived); and
6. The CFS Specialist's name, email address, phone number, supervisor's name and phone number to contact if the family is located.

Central Office staff will compose an Alert and send it to Child Protective Service agencies in the states identified.

If Alerts are received from other states, staff in Central Office will first check the computer system to determine if Nebraska has any knowledge of the family or child. CFS Intake Specialists will then enter the information on the computer system as an "Information Only" intake, including all information provided by the other state. The

information will be sent by email to DHHS staff across the state. At three month intervals, the intake will be updated to indicate if the state is still looking for the family and the Alert is still active.

Action Required for Missing Wards:

To issue an Alert within Nebraska or to other states in an attempt to locate the missing ward, the CFS Specialist will contact the Protection and Safety Policy Unit in Central Office with the following information:

1. Ward's full name and aliases used;
2. Birth date;
3. Last 4 digits of social security number;
4. Race and ethnicity;
5. Physical description;
6. Possible locations the child may frequent; and
7. The CFS Specialist's name, email address, phone number, supervisor's name and phone number to contact if the child is located.

An Information Only intake will be entered by a CFS Intake Specialist on N-FOCUS and an Alert will be sent by email to DHHS offices across the state.

Central Office staff will compose an Alert and send it to Child Protective Service agencies in the states identified.

References:

None